

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: July 24, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
 SHEEHAN
 THOMAS
 CHAMPAGNE
 O' CONNOR
 STRAINER
 PITKIN

OTHERS PRESENT:

BRENDA HAYES, DIRECTOR OF COUNTRYSIDE ADULT HOME
BARBARA TAGGART, ADMINISTRATOR OF WESTMOUNT HEALTH
FACILITY
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR
SHARON SCHALDONE, ASSISTANT DIRECTOR
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH
TAMMIE DeLORENZO, CLINICAL & FISCAL INFORMATICS
COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
SUPERVISOR TAYLOR
THOM RANDALL, *THE ADIRONDACK JOURNAL*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Pitkin and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Brenda Hayes, Director of Countryside Adult Home, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Hayes stated that the pending items consisted of the abolishment of the Activity Director position and the Case Manager position, which had been tabled at the June 19, 2009 Board meeting. She requested to rescind the request to abolish the Activity Director position. She explained that the employee who currently held the Activity Director position was a thirty-year employee and was close to retirement. She added that although the Facility did not require the services of an Activity Director due to downsizing, they could utilize the services until the employee's retirement. She advised that if the elimination of positions continued they could reevaluate the abolishment of the position. Mr. Champagne asked if the position was necessary to the Facility and Ms. Hayes replied in the negative. Hal Payne, Commissioner of Administrative & Fiscal Services, stated that the employee had been off duty for the last six weeks and the Facility had operated adequately in her absence. Chairman Monroe advised that he had received comments from family members who felt that the activities had not been adequate in the absence of the Activity Director and the Recreation Aide. He asked what had happened to the employee who held the Recreation Aide position and Ms. Hayes responded

that she had accepted the fallback position which had been offered as part of the agreement with the CSEA (Civil Service Employees Association). Mr. Sheehan asked if the current Activity Director had held the position for thirty years and Ms. Hayes responded that she had started at the Facility as a Housekeeper but had held the Activity Director position for the last ten years. Mr. Pitkin advised that it was best to leave the position in place until after the independent investigation was completed and Mr. Sokol agreed. Ms. Hayes said that she was requesting that the abolishment of the Case Manager position, which had also been tabled at the June 19, 2009 Board meeting be reconsidered. She advised that if the Committee voted on it today, it could be brought to the next Board meeting pending the outcome of the independent investigation. Mr. Sokol responded that they should delay a decision on either position until after the investigation and noted that the Committee could hold a special meeting prior to the August 21, 2009 Board meeting, if necessary. It was the consensus of the Committee to leave the abolishment of Activity Director position and the Case Manager position tabled until after the independent investigation was completed.

Ms. Hayes requested to discontinue the contract with Westmount Health Facility for laundry services. She said that there would be an annual savings to the Countryside Adult Home budget of \$27,000 and a one time cost of under \$10,000 for the purchase of a washer and dryer. She advised that she had discussed the concept with Barbara Taggart, Administrator of Westmount Health Facility, who was agreeable. She explained that she paid a fee per pound for laundry services as well as \$12,800, which was a portion of the salary and benefits for a Laundry Worker position. She apprised that an employee was necessary to transport the bins of laundry to and from Westmount Health Facility, where a different employee unloaded, sorted and distributed the laundry. Mr. Strainer inquired as to the cost of the washer and dryer and Ms. Hayes replied that it was approximately \$7,000. Mr. Champagne expressed his concern that Countryside Adult Home was on a septic system. Mr. Pitkin asked if the amount that Westmount Health Facility charged for laundry services was valid and Ms. Taggart replied that they had been undercharging.

Following a brief discussion, it was the consensus of the Committee to table the request until more information could be obtained. Mr. Payne suggested that the number of trips to Westmount Health Facility be reduced by transporting the bins of laundry every other day as opposed to every day.

Ms. Hayes requested to reclassify one Laborer position, base salary of \$25,517 to a Building Maintenance Worker position, base salary of \$29,597, an increase of \$4,080. She said she had met with Rich Kelly, Personnel Officer, and had determined that the employee was performing duties out of title. She added that a Laborer was a Grade 2 pay level, a Building Maintenance Worker was a Grade 6 pay level and there were no maintenance positions between Grades 2 and 6 at Countryside Adult Home. Mr. O'Connor asked if the employee was being paid for working out of title and Ms. Hayes replied in the negative. Mr. Champagne stated that the position could remain a Laborer position with the employee being paid at a higher rate when she performed the duties of Building Maintenance Worker. Mr. Pitkin questioned the types of duties that were performed and which duties were out of title. Ms. Hayes explained that the employee completed general maintenance duties, drove vehicles and took residents to appointments, operated and checked the generator, performed some basic plumbing, buffed the floors and plowed snow. Mr. Pitkin asked for an estimate on the percentage of the employee's day that she worked out of title and Ms. Hayes responded approximately 30%. Mr.

Champagne advised that a log should be kept that listed the duties that were performed daily and the time spent on each duty. Mr. O'Connor suggested that the Laborer position should be reclassified to a Building Maintenance Worker. Mr. Strainer asked if the employee would continue to perform her current duties if the position was reclassified and Ms. Hayes replied affirmatively.

Following a brief discussion, motion was made by Mr. Pitkin, seconded by Mr. Sheehan and carried by majority vote, with Mr. Champagne voting in opposition, to reclassify a Laborer position, base salary of \$25,517 to a Building Maintenance Worker position, base salary of \$29,597 and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Hayes stated that a report on overtime usage had been included in the agenda packet at the request of Mr. Payne. She advised that the report included holidays and was not a representation of average overtime usage. Mr. Pitkin asked if it compared to the same time period for last year and Ms. Hayes replied affirmatively.

Ms. Hayes requested authorization to extend the current contract with Mahoney Notify-Plus, Inc. to provide semi-annual testing and inspection of the fire alarm and security alarm at Countryside Adult Home, commencing August 1, 2009 and terminating July 31, 2010, for an amount not to exceed \$765.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to extend the current contract with Mahoney Notify-Plus, Inc., as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Hayes stated that Countryside Adult Home had adopted a puppy. She advised that the puppy had cut off a resident as she was entering her room, causing the resident to stumble onto her bed. She added that the resident's family was insisting that the Facility get rid of the puppy. She said that the family member had called Mr. Payne and Mr. Geraghty, Supervisor for the Town of Warrensburg, to complain about the puppy and it was possible that she would also call the Department of Health.

Having concluded the Countryside Adult Home portion of the meeting, Ms. Hayes exited the meeting at 10:00 a.m.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Taggart requested to amend the 2009 County Budget to increase estimated revenues and appropriations, in the amount of \$31,298, to reflect the payment of the Civil Money Penalties resulting from the May 14, 2009 survey.

Motion was made by Mr. Strainer, seconded by Mr. Thomas and carried unanimously to amend the 2009 County Budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2009 County Budget to increase estimated revenues and appropriations, in the amount of \$290, to reflect the purchase of bed pad alarms and a fan.

Motion was made by Mr. Pitkin, seconded by Mr. Strainer and carried unanimously to amend the 2009 County Budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested approval to pay \$465 to Glens Falls Hospital Lab for blood work services provided after Hudson Headwaters Health Network (HHHN) discontinued their contract with Westmount Health Facility. She also requested to rescind Resolution No. 823 of 2007, which had authorized the contract with HHHN. She explained that they had utilized the blood work services at Glens Falls Hospital while Westmount Health Facility was negotiating a contract with Saratoga Hospital. Mr. Champagne asked why Glens Falls Hospital would not contract with Westmount Health Facility and Ms. Taggart responded that they did not have an adequate number of staff members to accommodate Westmount's needs.

Motion was made by Mr. Pitkin, seconded by Mr. Thomas and carried unanimously to approve payment in the amount of \$465 to Glens Falls Hospital for blood work services. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Motion was made by Mr. Thomas, seconded by Mr. Strainer and carried unanimously to rescind Resolution No. 823 of 2007, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Taggart requested to amend the 2009 County Budget to increase estimated revenues and appropriations, in the amount of \$995, to amend the Interfund Transfers Revenue.

Motion was made by Mr. O'Connor, seconded by Mr. Sheehan and carried unanimously to amend the 2009 County Budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested a transfer of funds from various accounts totaling \$65,583 to cover the cost of purchasing a weed trimmer, a wheelchair, ten chair pad alarms and to correct a general ledger entry. Mr. Payne advised that they had not issued purchase orders for the purchase of any capital equipment during the last two months. He questioned the need for the weed trimmer and asked if one could be borrowed from another Department, such as the Sheriff's Office. It was the consensus of the Committee that the \$70 for the purchase of a weed trimmer be excluded from the approved transfers.

Motion was made by Mr. Pitkin, seconded by Mr. Champagne and carried unanimously to approve the transfer of funds from various accounts totaling \$65,513 and to forward same to the Finance Committee. *A copy of the request for transfer of funds is on file with the minutes.*

Ms. Taggart apprised that reports on staffing levels and overtime usage had been included in the agenda packet. She said that there was one Certified Nursing Assistant (CNA) out on Worker's Compensation, two CNA's were out on medical leave and there was one vacant CNA

position. She noted that the overtime usage report included holiday time. Mr. Pitkin requested Westmount Health Facility and Countryside Adult Home include a comparison to the same time period of the previous year in their future overtime usage reports.

Ms. Taggart commented that the last page of the agenda packet was a copy of the picture that had appeared in *The Post Star*, from the Memorial Day Services Ceremony which had been held at Westmount Health Facility on May 23, 2009.

Ms. Taggart apprised that it had been suggested that Westmount Health Facility should verify the cost savings of the Cogeneration Project that were reported by Siemens Building Technologies, Inc. She added that verification of the cost savings would cost approximately \$4,000. Mr. Strainer questioned the point of verifying the savings. Pursuant to a brief discussion, it was the consensus of the Committee to not expend the funds to verify the cost savings which had been reported by Siemens Building Technologies, Inc. Mr. Strainer asked if the cost savings guarantee from Siemens Building Technologies, Inc. Would be void once the Department of Social Services Building was vacated and Mr. Sokol replied affirmatively.

Ms. Taggart informed the Committee that Ruffo, Tabora, Mainello, & McKay, P.C. were in the process of updating the admissions contract for Westmount Health Facility. She added that it had been determined that the Facility could request that the residents turn over their Social Security and pension benefits to the Facility while they awaited Medicaid approval but it could not be a condition of acceptance. Mr. Champagne asked if they would still admit residents prior to receiving Medicaid approval and Ms. Taggart replied affirmatively.

Ms. Taggart apprised that the sprinkler system project would go out to bid the following week. She added that a mandatory pre-bid and site walk through in mid-August had been included in the Request for Proposal. She said that they anticipated the bids would be received by the last week in August. Mr. Pitkin asked if a conceptual study had been completed and Ms. Taggart responded that Clark Patterson Lee had completed a conceptual study.

Having concluded the Westmount Health Facility portion of the meeting, Ms. Taggart exited the meeting and the representatives from the Health Services Department entered the meeting at 10:26 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer requested authorization to submit a grant application to the New York State Department of Health (NYSDOH) Bureau of Community Chronic Disease Prevention for a non-competitive award in the amount of \$34,000 to develop a local action plan to implement a policy and environmental changes to address the physical activity and nutrition objectives in the Department of Health's Prevention agenda.

Motion was made by Mr. Sheehan, seconded by Mr. Pitkin and carried unanimously to authorize the submission of a grant application to the NYSDOH, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Auer said that a report on the activities of the Emergency Response and Preparedness Plan had been included in the agenda packet. She added they had not received the contract for 2010 but it would be forthcoming.

Ms. Auer requested the New York State Health Facility Cash Assessment Program be removed from the Pending Item list, as it was discussed at the last Committee meeting.

Ms. Auer stated that it had been requested that she compare data from similar sized counties as it pertained to the Empire Benchmarking Report. She circulated a copy of her comparison report for the Committee members perusal. Mr. Champagne asked why a county would not have a WIC (Women, Infants and Children) Program and Ms. Auer responded that it was not a mandated program.

Brief discussion ensued.

Ms. Auer requested to establish a private pay fee for services of the Telemedicine Program in the following amounts:

- \$10.00 per day for monitor and interpretation of readings by nurse; and
- minimum one nursing in-home patient assessment per month at full cost per visit (currently \$160) or amount of visits as needed.

Motion was made by Mr. Champagne, seconded by Mr. Strainer and carried unanimously to establish a private pay fee for services of the Telemedicine Program, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Auer requested authorization for a contract with Municipay Nationwide Payment Solutions LLC, for the ability to process credit card payments for immunizations, commencing August 24, 2009 and terminating with 30 days written notice by either party.

Motion was made by Mr. Pitkin, seconded by Mr. Thomas and carried unanimously to authorize a contract with Municipay Nationwide Payment Solutions LLC, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Auer requested to create a new position of Breastfeeding Peer Aid, base salary of \$23,390, Grade 3, effective August 24, 2009, to be paid with grant funding. She advised that the WIC Program had been surveyed by the New York State Department of Health (NYSDOH), who was requiring the addition of a Breastfeeding Peer Aid position that would be 100% funded. She added that the NYSDOH would not certify the County's Corrective Action Plan if the position was not added and filled. Mr. Pitkin asked if it would be better to handle this using per diems and Ms. Auer responded that it was more cost effective to hire an employee, as all per diems would need to be credentialed and would require mileage reimbursement.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize the creation of a new position of Breastfeeding Peer Aid, as outlined above and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer requested the acceptance of the Health Services 2008 Annual Report; a copy of which is on file with the minutes. She said that the Committee members could review the report at their convenience and if there were any questions they could be addressed at the next Committee meeting.

Motion was made by Mr. Champagne, seconded by Mr. Sheehan and carried unanimously to accept the Health Services 2008 Annual Report. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 21, 2009 Board meeting.*

Ms. Auer requested authorization for Cathy Dufour, Public Health Nurse, to attend the ICD-9-CM & Oasis Coding: Back to Basics and Beyond Training at the Hilton Garden Inn in Albany, New York on September 17 and 18, 2009, at a cost of \$438 plus \$36.75 per day for meals, using a Health Services fleet vehicle.

Motion was made by Mr. Thomas, seconded by Mr. O'Connor and carried unanimously to authorize Ms. Dufour to attend the training as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Ms. Auer requested authorization to host the Annual Warren County School Nurse Meeting at Howard Johnson's in Lake George, New York, at a cost of approximately \$400. She said that Warren County had been hosting the meeting since 1989 and added that they had received \$1,000 from Glens Falls Hospital to help cover the costs of the meeting.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize the Health Services Department to host the Annual Warren County School Nurse Meeting, as outlined above. *A copy of the request to Host Meeting or Conference is on file with the minutes.*

Tawn Driscoll, Fiscal Manager of the Health Services Department, reviewed the Report on Revenues and Expenditures for 2009 as of July 21, 2009. Mr. Payne questioned why the amount budgeted for Employee Benefits (800's) had been almost completely expended and Ms. Driscoll responded that the 800 code was only the Worker's Compensation that was billed. Ms. Driscoll said that she had met with the representative from Delta and had reviewed the month end closing. Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator for the Health Services Department, noted that they had finalized the billing for June. Sharon Schaldone, Assistant Director of Health Services, noted that the billing cycle on the old system had been 90 days and on the new system it was 10 days.

Ms. Auer said that a report on salaries and overtime usage had been included in the agenda packet. Ms. Driscoll pointed out that overtime and part-time salaries had been decreased.

Ms. Auer stated that she had been tasked with decreasing the 2010 Health Services budget by approximately \$130,000. She advised that the Health Services Department was down by three full-time nursing positions in the CHHA (Community Home Health Agency). She explained that one position had become vacant due to the backfilling of a supervisory position, one Community Health Nurse position remained vacant following a retirement in March of 2009 and the last position was vacant due to a retirement in June of 2009. She said that the CHHA could

not be operated properly if it was down by three full-time positions. She apprised that they could either reassign a nurse from the Public Health Department or they could fill the vacant position in the CHHA. She advised that the nurse that would be reassigned would be based on which nurse had the least amount of seniority in the Department and listed the negative impact of reassigning a Public Health Nurse, as follows:

- the reassigned nurse could resign if she was unhappy with the decision;
- there would be a learning curve for the inexperienced nurse; and
- the Maternal Child Health (MCH) Program would have a negative impact as they would not be able to see as many people.

Ms. Auer noted that neither the CHHA or the MCH Program were mandated but the CHHA generated more revenue. Mr. Champagne asked how many nurses were in the Division of Public Health and Ms. Auer replied six full-time nurses and two part-time nurses. She reported that every nurse in the Division of Public Health was currently working one day per week in the CHHA. Mr. Champagne stated that because the CHHA generated revenue, it was necessary to fill the position. He added that the CHHA was not a good program from which to eliminate positions. Mr. Pitkin suggested that Ms. Auer present the pros and cons to the Personnel Committee to assist them in making a decision.

Discussion ensued.

Motion was made by Mr. Pitkin, seconded by Mr. O'Connor and carried unanimously to approve the filling of the vacant position of Community Health Nurse, base salary of \$41,358, Grade 20, either through a lateral transfer or hiring from outside, to be determined by Ms. Auer, and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Payne apprised that he had received a phone call from a constituent suggesting that Warren County Public Health should be involved with the situation at Shepard's Park in the Town of Lake George. He advised that the State Health Department was already involved. Ms. Auer advised that certain areas were the responsibility of the State Health Department and certain things were the responsibility of the Warren County Public Health Department.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Champagne and seconded by Mr. Pitkin, Mr. Sokol adjourned the meeting at 11:10 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist